Mac Devices

I.T. Induction Booklet

2016
The Basics

CODE OF CONDUCT

All students are required to sign the Computing Code of Conduct on Pages 26-29 of the College diary.
Device misuse and misuse of IT in the College can result in sanctions such as confiscation of the device and detentions.

WIFI

The College provides wireless connections for students for educational purposes only. Our wireless network is secured and you should not share your log in details with anyone else. To ensure the WiFi operates smoothly, you are asked to disable iCloud backups.

EMAILS

The College provides you with a school email account. Your school email is to be used to contact teachers and students and register for educational web services, as directed by your teachers.
Other email accounts you have set up on your iPad might not work on the College WiFi during the school day. These should be disabled during the school day (turn off PUSH notifications).

SEQTA LEARN

Students can access the Daily Notices, classwork and their timetables through SEQTA. SEQTA is accessed through a web browser. It is a good idea to create a shortcut to this on your iPad home screen. Use your network ID to log in to SEQTA at: coneqt-s.ncc.wa.edu.au

PRINTING

The College has 2 locations for BYOD printing. These are in the Library and beside the IT Helpdesk (3rd Floor). Students should think carefully before printing and should always collect their printing as quickly as possible.
Getting Help

Mrs Jodah—Digital Learning Coordinator
Manages SEQTA and helps teachers and students to use IT for learning. Also point of contact for parents about IT issues.
jodah.melanie@ncc.wa.edu.au
In Term 2, 3 and 4 of 2016, Ms Naughtin will be covering for Mrs Jodah
naughtin.katharine@ncc.wa.edu.au

Mrs McCagh—Information Literacy Officer
Manages the Library Helpdesk Library Gateways. A good point of contact for day-to-day issues with IT, research and study skills.
mccagh.katherine@ncc.wa.edu.au

C heck your settings are correct.
O ff and on again and shut down apps.
A sk a peer or teacher for help—politely!
C omplete diary to leave class.
H elpdesk—visit the Library helpdesk.

Visit IT on the 3rd Floor.

Nagle Catholic College
Connecting to Wireless – Mac OS X

1. Click on the Wi-Fi icon at the top right of your screen and click on “NCC-BYOD”

![Wi-Fi Settings](image)

2. You will be prompted for a username and password. Enter your Network Credentials as per your credentials sheet in the following format:

![Credential Entry](image)
Wireless Network Connection

3. After entering your credentials, click Join. You will be prompted to accept a security certificate, click Continue at this prompt:

![Verify Certificate](image)

4. After accepting the security certificate you may need to enter your computers username and password.

![Certificate Trust Settings](image)

5. Ensure that no proxy settings are entered. To check this go to System Preferences → Network → click on Wi-Fi → click Advanced → go to the Proxies tab and uncheck all the boxes.

6. Open Safari to test your internet connectivity. If you get prompted for authentication, enter your network credentials:

   Username: <network username>
   Password: <network password>
Setting Up a USB or External Hard Drive

There are different ways USB drives and external hard drives can be formatted (set up).

The College advises that students use a format called ‘FAT32’

Having a USB drive or external hard drive in this format means you can use the device on both PCs and Mac devices. This is important as you may use Macs in Arts or when completing group work, and PCs in Technologies or the Library.

The steps below should be performed on all new USB devices or external hard drives. If you have an existing drive and wish to format it, please copy all of your work to another location first. The steps below will erase everything from your external drive or USB so are best done with a brand new or empty drive.

It is recommended you do this step from a PC in the first instance, as this will allow you to format the entire drive. These steps apply for all drives under 2 terabytes.

From a PC:

1. Plug the drive you wish to format in to the PC. Ensure it is EMPTY, with no important files.
2. Open ‘Computer’
3. Right click on the drive you wish to format. Be careful – do not format another drive by mistake!
4. Select ‘FAT32’ under File system.
5. Name your Drive in ‘Volume Label’.
6. Click ‘Start’ and wait for the format to complete.
7. Your drive can now be used across both PCs and Mac devices.

From a Mac Device:

1. Plug the drive
2. If you plug a non-compliant drive into a Mac for the first time, the computer prompt you that the “Drive is unreadable by Mac OS” and ask you whether you want to format it via Disk Utility.
3. If this does not happen, go to /Applications/Utilities and open Disk Utility.
4. Click on the drive you wish to format.
5. Select the ‘Erase’ tab.
6. Set to MS-DOS (FAT32)
7. Press ‘Erase’
8. Your drive can now be used across both PCs and Mac devices.
Emails & Cloud Storage

The College provides all students with an Office 365 account. This gives students access to:

- Email services
- 25GB of storage online
- Online versions of Microsoft Office
- Free downloads of student Microsoft Office for your laptop or Macbook.

*Students are reminded of the ‘IT Code of Conduct’.*
*Emails and cloud storage should be used for educational purposes only.*
*They should not be used to send or store inappropriate materials, materials which breach copyright or have been downloaded illegally.*

In 2016, your College email password is the same as your Network ID. You are advised not to change this. If you are experiencing issues and need to change your password, students are asked to present in person to the Library for this.

To access your Office 365 services the link is:
https://login.microsoftonline.com/

Via the apps tab, you will then have access to a number of free online services to aid you with your school work.

To download the suite of Student Office for free, go to the link below and click ‘Get Started for Free’ in the Student tab.
Use your @ncc.wa.edu.au email to log in and follow the prompts given.

Email Etiquette

You may need to email your teacher work or questions about assignments. You should only use your school email to do this.

Writing an email correctly is important.

You want to get your purpose and message across correctly and politely. Remember email is not confidential—do not discuss very personal or confidential issues in an email.

**Emailing Teachers:**

- Create a proper subject line. For e.g. ‘Hi’ is not a subject, but ‘Science Test’ is.
- Start with a greeting. For example, “Dear Mr Crothers...” or “Hello Mr Crothers...”
- Keep it short and simple. State why you are emailing and don’t ramble.
- Don’t use ALL CAPS.
- Or too many exclamation points!!!!!!!!!!!!!!!!!!!!!!!
- Avoid being too personal or informal. No emoticons or xoxo!
- Sign with your correct name (not your nickname)
- Do not expect late night replies from your teachers.

**Emailing Other Students:**

- Keep the language clean.
- Remember that email is not private. Emails and their attachments can be forwarded to others.
- THINK before you send. Is it:
  - ✔ Truthful?
  - ✔ Helpful
  - ✔ Inspiring?
  - ✔ Necessary?
  - ✔ Kind?